

24 AUG 1972

MEMORANDUM FOR: Chief, Executive Staff

SUBJECT : Mission and Functions of the Executive
and Planning Division

1. In response to your request of 10 August 1972, the functions of this Division have been reviewed in detail for the purpose of identifying priorities, duplicating and marginal activities.

2. The mission of this Division is to serve as a policy and planning component of the Office of Security in security matters which transcends specific organizational components. In this connection, we also serve as the focal point for the coordination of action papers received from other CIA elements requiring an Office of Security position and the signature of the Director of Security or his deputy. Tab A lists the functions of this Division and the responsible officers assigned to the various functions.

3. As suggested in the 10 August 1972 memorandum, the review considered the following points:

a. Reorganization - As of 15 August 1972, the Division was composed of five (5) professional and three (3) clerical employees. On or about 1 September with the "winding up" of the historical project, one professional employee [REDACTED] is being transferred to the Special Security Center. When the transfer is effected, the Division will have [REDACTED] located in the Chamber of Commerce Building and [REDACTED] employees in the Headquarters Building.

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b. Realignment of Personnel - After 1 September 1972, the Division will consist of only [REDACTED] professional employees, one of whom is limited to records management

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functions. The other responsibilities will be undertaken by the remaining [REDACTED] professionals. In view of the diverse and numerous functions of the Division, no re-alignment is feasible.

c. Increased Emphasis on Key Security Functions - The Division responds to outside requests which reflect increased emphasis on key security functions.

d. Elimination of Marginal Security Responsibilities - What may be considered marginal activities, i.e., commendation memoranda and legislative enactments, could be transferred to the directorate or staff solely concerned. However, this would not result in any increase in efficiency but would divert their manpower from their primary security functions.

e. Consolidation of Security Components - Not applicable to this Division.

f. The Possible Use of Contract Personnel Versus Staff Employees - This Division uses contract personnel on such short term projects as the writing of the OS history but the other current functions are not susceptible to contractual purposes because of the continuing long term nature of the functions involved.

g. The External Coordination Which Would be Required Before a Function is Dropped - Since most of the work of the Division is generated outside of the Executive Staff, we are not in the position to cancel low priority functions.

4. Tab B lists the functions according to priorities. The order of priority is based upon the importance of the activity of the mission of the office, the level at which a request is made and the frequency which the activity occurs.

5. If further information is required, please advise.

[REDACTED]
Chief, Executive and Planning Division

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